

ASSESSMENT PLAN AND MATRIX

CLUSTER: SOFTWARE APPLICATIONS - ACCESS

Name of Assessor: Frances McLean

Contact Details: 9599 8646 frances.mclean@challengertafe.wa.edu.au

Cluster includes:

NTS Id:	TAFE Id:	Units of Competence:
ICAU1131A	C8844	Operate a Database Application
ICAU2013A	C8854	Integrate Commercial Computer Packages

Details of units:

ICAU1131A C8844 Operate a Database Application					
Elements	Assessment Tools				
	A	B	C	D	E
Create database					
1.1 Open a database application and design a two	✓	✓	✓		
1.2 Develop a table with fields and attributes according to database usage, as well as user requirements	✓	✓	✓		
1.3 Create a primary key and establish an index for each table	✓	✓	✓		
1.4 Modify table layout and field attributes as required					
1.5 Create a relationship between the two tables	✓	✓	✓		
1.6 Add and modify data in a table according to information requirements	✓	✓	✓		
1.7 Add and delete records as required	✓	✓	✓		
1.8 Save and close down database to disk	✓	✓	✓		
Customise basic settings	✓	✓	✓		
2.1 Adjust page layout to meet user requirements					
2.2 Open and view different toolbars	✓	✓	✓		
2.3 Format font as appropriate for the purpose of the database entries	✓	✓	✓		
Create reports					
3.1 Design reports to present data in a logical sequence	✓	✓	✓		
3.2 Modify reports to include/exclude additional requirements	✓	✓	✓		
3.3 Distribute reports to appropriate person in a suitable format	✓	✓	✓		
Create forms					
4.1 Use a wizard to create a simple form	✓	✓	✓		
4.2 Open existing database and modify records through a simple form	✓	✓	✓		
4.3 Rearrange objects within the form to accommodate information requirements	✓	✓	✓		
Retrieve information					
5.1 Access existing database and locate required records	✓	✓	✓		
5.2 Create simple query and retrieve required information	✓	✓	✓		
5.3 Develop query with multiple criteria and retrieve required information	✓	✓	✓		
5.4 Select data and display appropriately	✓	✓	✓		

Critical aspects of evidence listed:

http://www.vetinfonet.det.wa.edu.au/course/viewModuleUoCEvidence.aspx?hTRAINING_PRODUCT_ID=1655319

Range of variables listed:

- http://www.vetinfonet.det.wa.edu.au/course/viewModuleUoCRange.aspx?hTRAINING_PRODUCT_ID=1655319

Details of units:

ICAU2013A C8854 Integrate Commercial Computing Packages					
Elements	Assessment Tools				
	A	B	C		
Determine work requirements					
1.1 Identify the requirement of the task	✓	✓	✓		
1.2 Select appropriate software and file formats	✓	✓	✓		
Produce required data/documents to new format					
2.1 Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document	✓	✓	✓		
2.2 Use a conversion tool of a software application package to convert data from one format to another to enable additional work on the converted data	✓	✓	✓		
2.3 Save data to a new file format	✓	✓	✓		
2.4 Import objects from another software application package and modify as required to produce a required outcome	✓	✓	✓		
2.5 Export data to another software application package to produce a required outcome	✓	✓	✓		
2.6 Create a link between one software application package and another, and use this to update information to a document	✓	✓	✓		
Save and retrieve data with the aid of help functions					
3.1 Save data to disk	✓	✓	✓		
3.2 Convert data to a new file format	✓	✓	✓		
3.3 Re-access data and check information	✓	✓	✓		
3.4 Obtain organisational documentation, such as procedures, manuals and guides and use when appropriate	✓	✓	✓		
3.5 Save data to disk	✓	✓	✓		
3.6 Access user help documentation or other resources for basic difficulties with software application package	✓	✓	✓		
Critical aspects of evidence listed:					
http://www.vetinfonet.det.wa.edu.au/course/viewModuleUoCEvidence.aspx?hTRAINING_PRODUCT_ID=1655329					
Range of variables listed:					
http://www.vetinfonet.det.wa.edu.au/course/viewModuleUoCRange.aspx?hTRAINING_PRODUCT_ID=1655329					

Assessment Dates:

Assessment Tools	Assessment Dates	Assessment Location
A. Observation	Due Week Nineteen	Rockingham
B. Portfolio Two	Due Week Sixteen	Rockingham
C. Project	Due Week Eighteen	Rockingham

Assessment Resources:

- Computer Workstation, Computer, Printer - **supplied by Lecturer**
- Software Manual, notes, pen, paper - **supplied by Candidate**

Delivery and Assessment Mode(s): Face to Face - Full Time Load

Prerequisites: None.

Notes: Your lecturer will provide more details of the specific requirements of each assessment method at a later date.

You will be provided with two attempts to demonstrate competence against each assessment for this unit of competency.

If you are unable to attend any assessment session you must inform your lecturer **at least two weeks** prior to the assessment date to negotiate an alternative date. If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment.

If you have any individual needs that may affect your participation in any assessment contact your lecturer or the College Disability Support Officer immediately.